



U.S. DEPARTMENT OF AGRICULTURE

# HONOR AWARDS NOMINATION

Standardization of forms and print fonts is required for the benefit of the Honor Awards Evaluation Committee which reviews an enormous number of award nominations. A Standardized format makes their job easier and also results in an impartial review process. **Please read the instructions on page 2 thoroughly, before completing the Honor Awards Nomination process.**

**DO NOT SEPARATE THE INSTRUCTIONS FROM THE BLANK FORM**

## INSTRUCTIONS

- Nominations must include an original and nine copies printed back to back.
- Each copy must be three hole punched with large holes (3/8 inch).
- Attachments or continuation sheets will not be accepted.
- Use font size and type no smaller than Times New Roman, Arial or Courier, 12 point.
- Provide the phonetic spelling for any name, city, terminology, etc., subject to mispronunciation.
- Show employee's name exactly as it should appear on plaques or certificates (No nicknames).
- Citations must not exceed 30 words and be written in plain English. The following are examples of acceptable and unacceptable citations.

Acceptable: Jane Doe led research in nutrition, resulting in the definition of the molecular basis of zinc metabolism regulations by hormonal and dietary factors in health and disease.

Unacceptable: John Doe is recognized for his outstanding years of service to the Department of Agriculture.

- Every word must be spelled out throughout the narrative. (Do NOT use acronyms or abbreviations.)
- Congressional Districts must be completed or indicate "At Large," where applicable.
- Once nominees are identified, photographs of individuals are required. Agencies must submit two black and white 5" x 7" portrait photographs (*showing the head and shoulders only*). **Scanned and laser photos are not acceptable.** On the reverse side of the photograph, at the bottom, place a label identifying the name and agency of the recipient. For groups, submit a labeled color slide of group nominees or a slide of the groups product. Submit photographs and slide to your agency coordinator. Agencies are authorized to pay the reasonable cost for photographs and slides.
- Detailed Basis for Nomination - Narrative information is limited to the space provided in the Honor Awards Nomination form. The contributions must have occurred (*or the results realized*) within the last 3 years. Acts of heroism must have occurred within the last year. Use nontechnical language, clearly describe the significance of the contribution.
- Nominations must include contact information (*Part F., Page 8*).
- **AVOID:** general or vague statements; emphasizing job responsibility rather than accomplishment; in-house terminology and technical language; statistics without using a comparison; retirement testimonials, long-winded statements and excessive superlatives; and descriptions of outside personal activities

**ALL INFORMATION IS REQUIRED FOR THE NOMINATION TO BE CONSIDERED.  
DO NOT ALTER THIS FORM IN ANY WAY. ALTERED FORMS WILL NOT BE ACCEPTED.**

U.S. DEPARTMENT OF AGRICULTURE		DATE
<b>HONOR AWARDS NOMINATION</b> <i>Read the instructions on Page 2 thoroughly, before you complete and submit this nomination form.</i>		
<b>PART A. GENERAL INFORMATION</b> <i>(To be completed for all nominations)</i>		
NAME OF SUBMITTING AGENCY	TYPE OF RECOGNITION <i>(Mark (X) one only)</i>	
	<input type="checkbox"/> Individual <input type="checkbox"/> Group <i>(2 - 35)</i>	
IDENTIFY INDIVIDUAL NOMINEE OR GROUP NAME	PERIOD OF PERFORMANCE COVERED <i>(month/year)</i>	
	From:	To:
AWARD CATEGORIES - THE SECRETARY'S AWARD FOR: <i>(Mark (X) one only)</i>		

- ☐ Enhancing Economic Opportunities for Agricultural Producers
- ☐ Supporting Increased Economic Opportunities and Improved Quality of Life in Rural Areas
- ☐ Enhancing Protection and Safety of the Nation's Agriculture and Food Supply
- ☐ Improving the Nation's Nutrition and Health
- ☐ Protecting and Enhancing the Nation's Natural Resource Base and Environment
- ☐ Supporting the President's Management Agenda and Civil Rights
- ☐ Heroism and Emergency Response

1. NAME (last, first, middle initial) (Dr., Mr., Mrs., Ms., Miss)	2. PHONETIC NAME SPELLING (if applicable)	3. SEX
4. POSITION TITLE	5. FEDERAL GRADE OR STATE/COUNTY SALARY LEVEL	6. OFFICIAL DUTY STATION (city & state)
7. LEGAL RESIDENCE (city & state)		8. CONGRESSIONAL DISTRICT NO.

**PART C. GROUP NOMINATION ONLY** *(Complete items 1 thru 14)*

1. NAME OF GROUP

2. NAME OF GROUP LEADER (Dr., Mr., Mrs.  
Ms., Miss)

3. PHONETIC NAME SPELLING (if applicable)

4. SEX	
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5. OFFICIAL DUTY STATION (city &amp; state)

6. LEGAL RESIDENCE (city &amp; state)

7. CONGRESSIONAL DISTRICT NO.

8. GROUP SIZE	
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Beginning with the group leader's name provide the following information for each of the group members:

\*AGENCY

*(last, first, middle initial)*

OFFICIAL POSITION TITLE

FEDERAL  
GRADE OR  
SALARY  
LEVEL

(city & state)

SEX  
(F/M)

— 9.

10.

11.

- 12.

13.

— 14. —

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**PART D. AWARDS AND RECOGNITION**

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During the last 3 years, list all Government or major non-Government monetary and nonmonetary awards and year presented. For all previous USDA Honor Awards, year awarded and name of group, if applicable.

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**PART E. DETAILED BASIS FOR NOMINATION** *(To be completed for all nominations in the space provided on Page 6, and 7)*

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All honor awards nominations must clearly describe the significance of the contribution being recognized, any goals achieved, how the quality of performance substantially exceeds normal job expectations, and indicate any measurable or non-measurable benefits. *Use font size and type no smaller than Times New Roman, Arial or Courier, 12 point.*



**PART F. CONTACT INFORMATION**

<b>NOMINATOR</b>	NAME		E-MAIL ADDRESS
	ADDRESS		
	DAYTIME TELEPHONE NO.	EVENING TELEPHONE NO.	FAX NO.
<b>NAME OF INDIVIDUAL NOMINEE, OR GROUP LEADER</b>	NAME		E-MAIL ADDRESS
	ADDRESS		
	DAYTIME TELEPHONE NO.	EVENING TELEPHONE NO.	FAX NO.
<b>SURVIVOR INFORMATION  (POST HUMOUS AWARD)</b>	NAME		E-MAIL ADDRESS
	ADDRESS		
	DAYTIME TELEPHONE NO.	EVENING TELEPHONE NO.	FAX NO.

**PART G. APPROVAL PROCESS (Review/Clearances)**

Submit nominations through Agency Heads and the appropriate Under/Assistant Secretary. Agencies without an Under/Assistant Secretary must submit nominations directly to the Director, Office of Human Resources Management.

Agency Heads must ensure the validity of all accomplishments. Screen all nominations for equal employment opportunity violations and disciplinary actions. Once selected, Honor Award recipients will be screened at the Departmental level. This precautionary measure is necessary to avoid any possible situations that may cause embarrassment to the Secretary and USDA.

*For all nominations, complete items 1 thru 3 below.*

1. SIGNATURE OF RECOMMENDING OFFICIAL	TITLE	DATE
2. SIGNATURE OF AGENCY HEAD	TITLE	DATE
3. SIGNATURE OF UNDER/ASSISTANT SECRETARY	TITLE	DATE

*Group nominations with individuals other than the agency submitting the nomination should have concurring signatures from the participating employees' Under/Assistant Secretary.*

1. SIGNATURE OF UNDER/ASSISTANT SECRETARY	TITLE	DATE
2. SIGNATURE OF UNDER/ASSISTANT SECRETARY	TITLE	DATE



## **SECRETARY'S HONOR AWARD'S CATEGORIES**

### **1. ENHANCING ECONOMIC OPPORTUNITIES FOR AGRICULTURAL PRODUCERS**

This category recognizes contributions which support expanding markets for agricultural products which are critical to the long-term economic health and prosperity of our food and agricultural sector. United States (US) farmers have a wealth of natural resources, cutting edge technologies, and a supporting infrastructure that result in a production capacity beyond domestic needs. This capacity can be used in expanding global markets and in the development of new uses for agriculture in industrial and pharmaceutical markets.

### **2. SUPPORTING INCREASED ECONOMIC OPPORTUNITIES AND IMPROVED QUALITY OF LIFE IN RURAL AREAS**

This category recognizes contributions which support the enhancement of Rural America (RA), which is home to one fifth of the Nation's population, and is a collage of people and economic activity. Seven out of eight rural counties are now dominated by varying mixes of manufacturing, services, and other non-farming activities. While the majority of rural residents are not dependent on agriculture for their income, many small family farmers rely on local, off-farm employment to supplement their farm income.

Of the 60 million people who live in RA, only 2 million are directly engaged in production agriculture. A diversity of other enterprises, including support services for agriculture, forestry and mining, recreation, and manufacturing, provides most of the jobs and income in RA. The Department of Agriculture's (USDA) role is to enhance the economic opportunities and quality of life for rural residents by providing financial and technical assistance for business and industry, water and waste disposal and other essential community facilities, advanced telecommunications, electric utilities, and housing. Our objective is to ensure that rural residents have equal opportunity to share in the Nation's prosperity and technological advancement.

USDA takes a leadership role in fulfilling Presidential initiatives, such as increasing minority homeownership by the end of the decade and encouraging the production of renewable energy. We will work with other Federal agencies, State and local governments, and the full range of private sector interests to achieve a coordinated effort for the realization of Presidential initiatives, as well as other activities important to RA.

### **3. ENHANCING PROTECTION AND SAFETY OF THE NATION'S AGRICULTURE AND FOOD SUPPLY**

This category recognizes contributions which support USDA's unique and critical responsibilities to help ensure the safety of US food and fiber supply chain and the security of US agricultural production system. The Department will continue to assess current systems and develop countermeasures against threats to farms and ranches, in coordination with the private sector, other Federal agencies, and State governments. Research programs are essential to an effective US agricultural biosecurity program to develop methods of early detection, rapid and accurate assessment, and immediate responses that prevent spread and control harmful agents. USDA facilities and operations must also be secure from external and internal threats.

## **SECRETARY'S HONOR AWARD'S CATEGORIES** *(Continued)*

### **4. IMPROVING THE NATION'S NUTRITION AND HEALTH**

This category recognizes commitment by endorsing America's health through food and nutrition education, guidance and promotion to the general public and to targeted groups. We teach, inform and motivate Americans to use this information to improve their diets and physical activity patterns. We expand research and scientific knowledge about public health. By promoting better diets, reaching children early and ensuring access to healthy food, we make a major contribution to the Nation's health.

USDA is seeking to contribute to significant changes in the US population's nutrition status, and in management of the nutrition assistance programs for 2007. We are targeting:

- Reductions in overweight and obesity that are consistent with the Nation's Healthy People 2010 objectives published by the US Department of Health and Human Services;
- A 30 percent decrease in hunger among low-income people;
- A 15 percent increase in the participation rate among eligible people in the Food Stamp Program, a 12 percent increase in the participation rate in the National School Lunch Program, and continued high participation rate in the Women Infants and Children Program;
- Five point increases in the Healthy Eating Index (HEI) scores of children and low-income people, and a 2-point increase among the general public (HEI uses food intake data to measure the quality and variety of the American diet.).

### **5. PROTECTING AND ENHANCING THE NATION'S NATURAL RESOURCE BASE AND ENVIRONMENT**

This category recognizes contributions supporting the management of our natural resources, both public and private, which is a continual balancing act between sometimes contrary and competing concerns. In maintaining this balance, it is imperative that a portfolio approach be utilized that incorporates various conservation management tools including technical assistance, cost-share, incentive, land retirement, easement and regulatory assistance programs. In ensuring these program funds are spent effectively and leveraged wisely, continued and increased cooperation with State, local, and Tribal governments, as well as private for-profit and not-for-profit partner organizations is needed.

### **6. SUPPORTING THE PRESIDENT'S MANAGEMENT AGENDA AND CIVIL RIGHTS**

This category recognizes individuals who demonstrate a commitment by working to strengthen USDA's management through vigorous execution of the President's Management Agenda. Better management will result in more efficient program operations that offer improved customer service and more effective stewardship of taxpayer funds. This goal may be accomplished by:

- Ensuring an efficient, high-performing, diverse, competitively sourced workforce, aligned with mission priorities and working cooperatively with USDA partners and the private sector.

## **SECRETARY'S HONOR AWARD'S CATEGORIES** *(Continued)*

### **6. SUPPORTING THE PRESIDENT'S MANAGEMENT AGENDA AND CIVIL RIGHTS**

*(Continued)*

- Enhancing internal controls, data integrity, management information, and program and policy improvements as reflected by an unqualified audit opinion and a reduction of erroneous payments by USDA programs.
- Implementing business processes and information technology needed to make our services available electronically.
- Linking budget decisions and program priorities more closely with program performance, and recognize the full cost of programs.

### **7. HEROISM AND EMERGENCY RESPONSE**

This category recognizes USDA employees who perform acts of unusual selflessness or heroism in the line of duty. This category also recognizes those who demonstrate an outstanding level of accomplishment in responding to floods, fires, storms, earthquakes, disease outbreaks, or other conditions requiring emergency response.